



CULINARY ARTS INSTITUTE  
FOOD SERVICE MANAGEMENT/CULINARY ARTS PROGRAM  
FSMGMT 108 - INTERNSHIP/EXTERNSHIP  
SYLLABUS  
SPRING 2013

Section:	0278
Units:	4
Location:	Culinary Arts Institute Building – Rm. 230
Hours:	Monday Lecture – 2:25pm-3:30pm
Textbook	Internship ONLY: Your Career – How to Make it Happen, Levitt/Harwood 7 <sup>th</sup> Edition Externship ONLY: Letters to a young chef – Author: Daniel Boulud - ISBN: 0-465-00777-5 The Sorcerer’s Apprentices – A Season in the Kitchen at Ferran Adria’s ElBulli Author: Lisa Aben - ISBN: 978-1-4391-7555-2
Chef Instructor:	Chef Louis Eguaras, CPFC
Phone:	818.364.7706
Email:	<a href="mailto:eguaralj@lamission.edu">eguaralj@lamission.edu</a>
Office Location:	Culinary Arts Institute Building – Rm. 215
Office Hours:	By Appointment or Before Class
<u>PREREQUISITE:</u>	FSMGMT 050 - Sanitation & Safety, FSMGMT 101 - Food Production I and FSMGMT 021 - Nutrition

WHAT ARE STUDENT LEARNING OUTCOMES?

Student Learning Outcomes (SLO’s) focus on designing curriculum around answering this question:

- What will a student be able to DO in his/her multiple roles with what he/she learns in the course?
- When instruction focuses on SLO’s the learning process is more learner centered and more relevant to a student’s life.

STUDENT LEARNING OUTCOMES:

As a result of completing this course, students will:

- Know how to present successfully in a job interview.
- Present a resume and portfolio at a job interview to secure the desired position.
- Apply internet research skills utilized in the Internship class to secure the job market and perform successfully at the selected internship site.

COURSE DESCRIPTION: This course provides supervised fieldwork experience in the industry and gives hands-on training in food service/commercial, hotel and restaurant establishments. Students learn skill required for job competence and field for is required and mandatory.

INSTRUCTIONAL METHODS: In the Internship/Externship course, theories and techniques are discussed by the chef instructor. Students then engage in the discussion and will present a portfolio to successfully pass the course. Periodic use of videos, Multi-media presentations and guest speakers augment the curriculum.

OBJECTIVES:

Prepare a resume and application to send to a potential externship site. Internships will be completed internally working at The Servery, Teacher's Assistants, Purchasing & Receiving, Catering Opportunities, Executive Dining Room, CAI Organic Herb & Farm Garden, Café Cart and any areas within the Culinary Arts Institute that a student is needed. Externships are hotels, restaurants, food service/commercial establishments where the student will find an externship opportunity or the chef instructor can suggest places to extern. It is the student's responsibility to find an externship location NOT the chef instructor's!

- Evaluate the internship/externship experience in relation to your career objectives in your chosen industry.
- Compare & contrast the theoretical classroom knowledge of your major principles with actual work-site application.
- Setup a network of contacts in your chosen industry.
- Formulate solutions to conflict situations discussed at the weekly problem solving session.
- Create a portfolio.
- Apply internet research techniques to the process of a job search.
- Develop marketable cover letter, resume, references, thank you letter.
- Apply effective communication skills and human relations
- Complete internship/externship paperwork

DIETARY SERVICES SUPERVISOR (DSS) OBJECTIVES:

- Apply knowledge learned in the DSS program in a supervised field experience.
- Practice duties of a dietary services supervisor.

DIETARY SERVICES SUPERVISOR (DSS) STUDENT LEARNING OUTCOMES:

As a result of completing this course, students will:

- Identify the role and limitations of Dietary Service Supervisors.
- Identify the major characteristics and rationale of commonly used therapeutic diets.
- Design menus to meet the therapeutic needs of patients of various disease states.

UNIFORM CODE: Students must be in proper CAI school uniform at all times. Black skull caps and bistro aprons are necessary only if food is being prepared. By law, students must wear appropriate attire in the food production laboratory. It is the student's responsibility to be dressed in clean, proper attire for all lab periods. If you are not dressed appropriately/complete uniform, you will not be admitted to class, and you will be given an absence for the day.

If you are passing through or working in the kitchen, you must be in uniform. NO EXCUSES!

COMPLETE UNIFORM:

- White Chef Coat, white bistro apron, black skull cap, neckerchief/cravat (red or blue) heavy non-slip black shoes with shoe laces/ties or clogs, black or white socks, and houndstooth/checkered pants. Student will be sent home and marked absent if not in full uniform.
- No nail polish, faux nails or rings. Wedding band okay. Nails must be trimmed and short. No excuse.
- No sweaters or hoodies under the chef coat. Wear white thermal long sleeve shirts instead.
- No earrings (studs ok), nose rings or facial piercings.
- Completely clean shave or beard and mustache trimmed neat to ¼ inch in length. You will be sent home if you have not shaved and can only return if you have shaved.

ATTENDANCE: Culinary Arts Institute’s attendance policy approximates the expectations found in a working situation. It is essential that each student learns the discipline of regular and prompt attendance as well as the skills involved in the culinary arts and hospitality industries. At the time the student moves from training into a career, the employer will be very interested in dependability and punctuality. No matter how skilled the person, an employee is valuable only when present on the job. The faculty and staff of Culinary Arts Institute @ LAMC consider each moment in class imperative for success. When the student is not in the classroom, the information missed cannot be recaptured.

MISSED WORK: If a student arrives late to class, and a test is still in progress, the student may take the test with no penalty. If a student misses a test or an assignment, the test/assignment will have ten (10) points deducted from the score. The student must contact his/her chef instructor to arrange to make-up the test/assignment prior to his/her return to the next scheduled class. If a student does not contact the chef instructor to make-up the test assignment before the day he/she returns to the next scheduled class, the student will receive a zero (0) for the test/assignment.

SPECIAL CATERING EVENT: Occasionally as part of your learning environment in the Culinary Arts Institute, you will be asked to participate in food preparation and cooking for catering events for the college. This enhances your experience in the kitchen and makes you a stronger culinary arts student.

This Spring 2013 semester we have the following events:

May (TBD) Spring Fest

GRADING SCALE:

90-100	= A
80-89	= B
70-79	= C
60-69	= D
59 ≤	= F

## CONDUCT:

It is the chef instructor's responsibilities to lecture, teach and be available to his students for counsel when needed or desired; the students responsibility is to listen, learn, participate in class learning activities, and learn how to learn. Students have the right to expect professionalism from the instructor, and the instructor has the right to expect courteous attention from the student. The above statement is in no way intended to suppress free discussion of the subject at hand. When such discussions occur however, they will be moderated by the instructor.

The College has directives against eating, drinking, and smoking in class, or the bringing of food or drink into the classroom. We will abide by this relation.

Attention is finally invited to the fact that the College has rules against cheating and plagiarism. To this end, it is everybody's responsibility to prevent such actions from occurring. Since each student is graded competitively in relation to every other student in the class, students must neither give to nor receive aid from another student during an examination, nor should they tolerate those who do. Regardless of intentions, never be seen doing what a cheater would do. Such action could easily be misinterpreted.

## REQUIRED TEXTBOOK FOR INTERNSHIP STUDENTS:

Your Career – How to Make it Happen, Levitt/Harwood 7<sup>th</sup> Edition, ISBN: 978-0-538-73099-0

## REQUIRED TEXTBOOK FOR EXTERNSHIP STUDENTS (CHOOSE ONE) FINAL PAPER DUE:

Letters to a young chef – Author: Daniel Boulud - ISBN: 0-465-00777-5

The Sorcerer's Apprentices – A Season in the Kitchen at Ferran Adria's ElBulli - Authors: Lisa Aben - ISBN: 978-1-4391-7555-2

## Recommended Reading:

101 Things I Learned™ in Culinary School – Author: Louis Eguaras - ISBN: 978-0-446-55030-7

## ASSIGNMENTS & EVALUATION:

1. Career Action Assignments	=	100
2. Resume	=	50
3. Cover Letter	=	50
4. Thank you Letter	=	50
5. Projects (3/50 each)	=	150
6. Externship Reports	=	250
7. Portfolio	=	250
8. <u>Attendance</u>	=	<u>200</u>
Total Points	=	1000

## RESOURCES & SUPPLIES:

Notebook, 2" binder, plastic sleeves, instant-read thermometer, and a digital camera as needed.

STUDENTS WITH SPECIAL NEEDS: If you have any health impairments that require regular medication, or any disability that might affect your performance in the class or lab, and would like your chef instructor to make special accommodations, please call our campus Special Services Director at 818-364-7734 as soon as possible. They will help you arrange special accommodations for your classes. The special needs of each student are met, in part, by:

1. Group discussion at the “peer” level, providing for the interchange of ideas
2. Reading materials supplementing the required text material
3. Availability of the teacher for personal interviews and referral to appropriate community resources as indicated.

**IMPORTANT:**

**THE SYLLABUS IS SUBJECT TO CHANGE ACCORDING TO LA MISSION COLLEGE SCHEDULE, FACULTY FUNCTIONS AND PRODUCT/INGREDIENT AVAILABILITY.**

**IMPORTANT INFORMATION:** Class hours must be adhered to. A student who misses more than 3 absences may be dropped by the instructor, but it your (THE STUDENT) responsibility to drop or withdraw from the class. Continued tardiness will affect your attendance (3 tardy = 1 absence). If there is an emergency, the chef instructor can be contacted by phone or by email so that arrangements can be made.

Success Tips from Chef Eguaras:

- SHOW UP TO CLASS!
- Bring your books to every class
- Read the chapters prior to attending class in advance and review thoroughly
- Do not read other class’s books in any Culinary Arts class. I will take it away and sell it on eBay!
- No cell phones, Bluetooth, iPods, iPads, laptops, PSP, DS, any handheld contraption, etc. are allowed in the classroom or lab. No calls or text messaging while in class or lab. YOU are here to learn how to cook.
- HAVE FUN! LEARN!

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 FOOD SERVICE MANAGEMENT/CULINARY ARTS PROGRAM  
 FSMGMT 108 - INTERNSHIP/EXTERNSHIP  
 MONDAY – 2:25pm-3:30pm  
 COURSE OUTLINE  
 SPRING 2013

Please note that the schedule below may be subject to change.

WEEK 1	DATE	TOPIC	ASSIGNMENTS
Day 1 MON	2/4	First Day! <ul style="list-style-type: none"> <li>• Introductions</li> <li>• Class Objectives</li> <li>• Course Outline</li> <li>• Syllabus</li> <li>• Class Assignments &amp; Readings</li> <li>• Expectations</li> <li>• Final Paper</li> </ul> ----- - Overview Career Portfolios - Hard Copy & Web-Based - Interview Marketing Tool Kit - Demo finished example of each	Homework: - Read Ch 1 – The Job Search Process - Complete all Career Action Assignments due next Thursday - Discussion next class
WEEK 2	DATE	TOPIC	ASSIGNMENTS
Day 2 MON	2/11	Discuss the following: - Daily Job Search Organizer - Your Career Management Files Binder - Self-Esteem Action Plan - Proactive Success Action Plan	Homework: - Read Ch 2 – Know What Employers Expect - Complete all Career Action Assignments due next Thursday - Discussion next class
WEEK 3	DATE	TOPIC	ASSIGNMENTS
Day 3 MON	2/18	HOLIDAY: President's Day Discuss the following: - Employer/Employee Relationship and Expectation - Internet research and In-Demand Jobs - Workplace Skills and Competencies profile - Career Competencies Inventory	Homework: - Read Ch 3 – Know Yourself to Market Yourself - Complete all Career Action Assignments due next Thursday - Discussion next class
WEEK 4	DATE	TOPIC	ASSIGNMENTS
Day 4 MON	2/25	Discuss the following: - Education, Training and Activities Inventory - Experience and Skills Inventory - Potential Job References - Values, Preferences, Personal Qualities Inventory - Self-Assessment and Career Planning Online - My Career Target - Job Qualifications Profile	Homework: - Read Ch 4 – Your Winning Network - Complete all Career Action Assignments due next Thursday - Discussion next class

WEEK 5	DATE	TOPIC	ASSIGNMENTS
Day 5 MON	3/4	Discuss the following: <ul style="list-style-type: none"> <li>- Your Personal Support System</li> <li>- Job Search Network List</li> <li>- Internet Research on Networking Tips and Etiquette</li> <li>- Career Information Survey Questions</li> <li>- Career Information Survey</li> </ul>	Homework: <ul style="list-style-type: none"> <li>- Read Ch 5 – Research Careers and Find Job Leads</li> <li>- Complete all Career Action Assignments due next Thursday</li> <li>- Discussion next class</li> </ul>
WEEK 6	DATE	TOPIC	ASSIGNMENTS
Day 6 MON	3/11	Discuss the following: <ul style="list-style-type: none"> <li>- Develop Your Career-Related Vocabulary</li> <li>- Explore Company Websites</li> <li>- Internet Research on Job Listings and Career Information</li> <li>- Job Leads Source List</li> </ul>	Homework: <ul style="list-style-type: none"> <li>- Read Ch 6 – Resumes</li> <li>- Complete all Career Action Assignments due next Thursday</li> <li>- Discussion next class</li> </ul>
WEEK 7	DATE	TOPIC	ASSIGNMENTS
Day 7 MON	3/18	Discuss the following: <ul style="list-style-type: none"> <li>- Objective and Profile Statement</li> <li>- Resume Outline</li> <li>- Resume Power Words and Keywords</li> <li>- Resume Draft</li> <li>- Resume Evaluation</li> <li>- Final Print Resume</li> <li>- Electronic Resume Formatting</li> </ul>	Homework: <ul style="list-style-type: none"> <li>- Read Ch 7 – Job Applications and Cover Letters</li> <li>- Complete all Career Action Assignments due next Thursday</li> <li>- Discussion next class</li> </ul>
WEEK 8	DATE	TOPIC	ASSIGNMENTS
Day 8 MON	3/25	Discuss the following: <ul style="list-style-type: none"> <li>- Completing an Employment Application</li> <li>- Internet Research on Cover Letter Strategies</li> <li>- Cover Letter Outline and Draft</li> <li>- Final Cover Letter</li> </ul>	Homework: <ul style="list-style-type: none"> <li>- Read Ch 8 – Interview Essentials</li> <li>- Complete all Career Action Assignments due next Thursday</li> <li>- Discussion next class</li> </ul> <p>HOLIDAY: Spring Break – March 29-April 5</p>
WEEK 9	DATE	TOPIC	ASSIGNMENTS
Day 9 MON	4/1	HOLIDAY: Cesar Chavez Day Read the following: <ul style="list-style-type: none"> <li>- Internet Research on Dressing for Job Interviews</li> <li>- Body Language Self-Inventory</li> <li>- Internet Research and Business Etiquette</li> <li>- Create Your 60-seconds Commercial</li> <li>- Action Plan for Core Areas of Successful Interviewing</li> </ul>	Homework: <ul style="list-style-type: none"> <li>- Read Ch 9 – Ask For and Get The Interview</li> <li>- Complete all Career Action Assignments due next Thursday</li> <li>- Discussion next class</li> </ul> <p style="text-align: center;">SPRING BREAK WEEK</p>

WEEK 10	DATE	TOPIC	ASSIGNMENTS
Day 10 MON	4/8	Discuss the following: <ul style="list-style-type: none"> <li>- Develop Your In-Person Request for an Interview</li> <li>- Develop and Practice Your Telephone Request for an Interview</li> <li>- Internet Research Strategies for Getting Interviews</li> </ul>	Homework: <ul style="list-style-type: none"> <li>- Read Ch 10 –Interview Styles and Questions</li> <li>- Complete all Career Action Assignments due next Thursday</li> <li>- Discussion next class</li> </ul>
WEEK 11	DATE	TOPIC	ASSIGNMENTS
Day 11 MON	4/15	Discuss the following: <ul style="list-style-type: none"> <li>- Research Interview Styles</li> <li>- Internet Research on Interview Question-and-Answer Tips</li> <li>- Create a Question-and-Answer Planning Sheet</li> </ul>	Homework: <ul style="list-style-type: none"> <li>- Read Ch 11 – Interview Like a Pro</li> <li>- Complete all Career Action Assignments due next Thursday</li> <li>- Discussion next class</li> </ul>
WEEK 12	DATE	TOPIC	ASSIGNMENTS
Day 12 MON	4/22	Discuss the following: <ul style="list-style-type: none"> <li>- Arrange Your Own Practice Interview</li> <li>- Practice in a Dress Rehearsal Interview</li> <li>- Summarize and Evaluate Your Interviews</li> <li>- Interview Critique Form</li> <li>- Internet Research on Interview Follow-Up Tips</li> <li>- Follow-Up Telephone Call and Letter or E-mail.</li> </ul>	Homework: <ul style="list-style-type: none"> <li>- Read Ch 12 – Following Up and Negotiating Offers</li> <li>- Complete all Career Action Assignments due next Thursday</li> <li>- Discussion next class</li> <li>- One-on-One Portfolio Appointments</li> </ul>
WEEK 13	DATE	TOPIC	ASSIGNMENTS
Day 13 MON	4/29	Discuss the following: <ul style="list-style-type: none"> <li>- Internet Research on Salary Information</li> <li>- Salary and Benefits Planning Sheet</li> <li>- Planning for Dealing with Job Offers</li> </ul>	Homework: <ul style="list-style-type: none"> <li>- Read Ch 13 – Handling Rejection</li> <li>- Complete all Career Action Assignments due next Thursday</li> <li>- Discussion next class</li> <li>- One-on-One Portfolio Appointments</li> </ul>
WEEK 14	DATE	TOPIC	ASSIGNMENTS
Day 14 MON	5/6	Discuss the following: <ul style="list-style-type: none"> <li>- Internet Research on Handling Job Search Rejection</li> <li>- Action Plans for Improving Your Job Search Campaigns</li> </ul>	Homework: <ul style="list-style-type: none"> <li>- Read Ch 14 – Take Charge of Your Career</li> <li>- Complete all Career Action Assignments due next Thursday</li> <li>- Discussion next class</li> <li>- One-on-One Portfolio Appts.</li> </ul>
WEEK 15	DATE	TOPIC	ASSIGNMENTS
Day 15 MON	5/13	Discuss the following: <ul style="list-style-type: none"> <li>- Internet Research on Career and Job Success Tips</li> <li>- Job Performance Evaluation</li> <li>- Research Success Tips for Your Industry</li> </ul>	Homework: <ul style="list-style-type: none"> <li>- Portfolio due</li> <li>- One-on-One Portfolio Appts.</li> </ul>

WEEK 16	DATE	TOPIC	ASSIGNMENTS
Day 16 MON	5/20	FINALS – Final Portfolio Submission Externship papers due today.	
WEEK 17	DATE	TOPIC	ASSIGNMENTS
Day 17 MON	5/27	HOLIDAY: Memorial Day – May 27	

HOLIDAYS (College CLOSED)

Martin Luther King – January 21      President’s Day – February 15-18  
Cesar Chavez Day – April 1      Spring Break – March 29-April 5      Memorial Day – May 27

IMPORTANT DATES

Last day to process Audit Add Request ..... February 15  
Last day to petition for Credit/No-Credit ..... March 8  
Last day for Section Transfer ..... March 8  
Deadline to petition for Spring/Summer 2013 Graduation... March 29  
Classes end ..... May 25  
FINAL EXAMS ..... May 28 - June 3  
Graduation Day ..... June 4  
PRIORITY Registration Dates - Enrollment is by appointment only, through the Internet  
(You may not register before your appointment date and time.)  
EOPS, DSPS Foster Youth and Veterans ..... November 26 to 28  
Continuing Students ..... Nov. 29 to Dec. 23  
New and Re-entering Students ..... December 24  
ADD Dates - Late ADDs are not permitted  
Deadline to add full term (16-week) classes (In Person) ..... February 15  
(Short Term Classes Have Different Deadlines-Check with Your Instructor)  
DROP Dates (16-week classes)  
Drop classes without receiving a “W” with refund (In Person)..... February 18\*  
Drop classes without receiving a “W” with refund (Internet) ..... February 18\*  
Drop classes without incurring fees or with a refund  
(Registration/parking/non-resident fees – 16-week semester-length classes)  
In Person/Internet ..... February 18\*  
NOTE: Contact the Office of Admissions & Records for deadlines on late start, short-term, and special program classes.  
Drop classes with a “W” (Letter grade is required from this date forward)  
In Person ..... May 3  
Internet ..... May 5  
\*PLEASE NOTE: The District required earlier and revised deadlines starting Summer 2012. A “W” will appear on your transcript record after this date. REMINDER: There is a new LACCD enrollment limit. The limit is now three times to take a class and includes both substandard grades and withdrawals. (See Important Notice, page 3)

If you stop attending a class (or wish to drop a class), YOU MUST DROP THE CLASS YOURSELF – OFFICIALLY – on or before May 5, 2013 (Internet). Failure to do so may result in a grade of “F” in that class.

NOTE: Remember to check this fall 2013 Schedule and register early! Classes may be cancelled due to low enrollment or classes may be full and closed. There are no “wait lists” available at LA Mission College.

## COLLEGE RESOURCES FOR STUDENTS

Admissions and Records: Students can register for classes, request transcripts, file petitions for graduation, and drop classes at this office. For more information call 818-833-3322 or visit: <http://www.lamission.edu/admissions/>

Assessment Center: Offers student assessments in English, English-as-a-Second-Language (ESL) and Mathematics. Please contact the Assessment Center at (818) 364-7613 for more information or visit <http://www.lamission.edu/assessment/>

Bookstore: For hours of operation, book availability, buybacks, and other information call 818-364-7767 or 7768 or visit <http://eagleslanding.lamission.edu/default.asp>

Counseling Department Office: For appointments and information call 818-364-7655 or visit <http://www.lamission.edu/counseling/>

Disabled Students Programs and Services (DSP&S): For appointments, eligibility and information call 818-364-7732 or visit <http://www.lamission.edu/dsps/>

Extended Opportunity Programs and Services (EOPS): For appointments, eligibility and information call 818-364-7645 or visit <http://www.lamission.edu/eops/>

Financial Aid: For information and applications call 818-364-7648 or visit <http://www.lamission.edu/financialaid/>

Library: For information on hours, resources, workshops, and other services contact 818-364-7106 or visit <http://www.lamission.edu/library/>

Tutoring Services in Learning Center: Laboratories for Learning, Writing, Math & Science. Walk-in and appointment services offered. Call 818-364-7754 or visit [www.lamission.edu/learningcenter/](http://www.lamission.edu/learningcenter/)

FSMGMT 108  
Internship/Externship  
Chef Louis Eguaras, CPFC  
Vice Chair/Chef Instructor

## WHAT IS AN INTERNSHIP? WHAT IS AN EXTERNSHIP?

An Internship is an opportunity for a student to apply the knowledge and skills gained from the culinary arts studies to a planned and supervised work experience within the Culinary Arts Institute Building. One Hundred and Eight hours (108) are required. Culinary Arts students who have never taken this course before will fall under this category. Internship Students will be assigned a rotational schedule within the Culinary Arts Institute's many food service departments – Catering, The Servery, Cappuccino Cart Service, Purchasing & Receiving, and Teacher's Assistant. You will rotate through all these departments during the semester and complete 108 hours or more in doing so.

An Externship is an opportunity for a student to apply the knowledge and skills gained from the culinary arts studies to a planned and supervised work experience within a externship site of their choice. One Hundred and Eight hours (108) are required. Culinary Arts students who have taken this course previously will fall under this category. Speak with your Externship Chef Instructor regarding many opportunities with externships at many restaurants and resorts in the Greater Los Angeles area.

### HOW CAN AN INTERNSHIP OR EXTERNSHIP HELP YOU?

- Provide the opportunity to apply kitchen and classroom theory to hands-on situations in the work place.
- Explore different career options. Determine if a particular career meets a student's personal and vocational expectations
- Develop and expand the student's knowledge of and/or skills needed for careers in industry, business, marketing, sales, government, education, community involvement, professional organizations, public interest groups, and human services.
- Fulfill the requirement for one hundred and eight hours minimum of supervised work experience.
- Provide work-experience and credibility in the student's chosen field
- Improve basic work skills and professional competence
- Obtain useful references for use when seeking full-time employment after graduation
- Gain contacts which could possibly lead to full-time employment

## Mise en Place for Internship/Externship:

### 1. Resume & Cover Letter:

Applying for an externship requires the same procedures, professionalism, organization and follow-up for a job. You must submit a resume and cover letter stating your objective for each potential site.

### 2. Determine Your Personal Goals:

- Determine what type of setting is going to be beneficial toward your achieving your own personal career goals.
- You can use traditional opportunities such as hotels and resorts, or restaurants.
- Or you can use non-traditional opportunities such as; Media, (Newspapers, Magazines or Television), Wineries, Corporate / retail/ Wholesale food service companies etc.
- Determine your personal requirements for Wage requirements, Travel expenses, Housing and availability and location, and Transportation.
- If you are going abroad please provide the necessary documentation for that specific country; Passport and work/student visa, Language skills etc.

### 3. Apply to Sites On Your Own:

- Forward your resume and cover letter to numerous sites via fax, mail or in person to the Executive Chef or Human Resources.
- Follow up with a phone call a few days later. Be aggressive and timely in your search.

### 4. Site Agreement:

- Once you have selected a site, review and complete the Site Agreement with your Externship Supervisor and submit the completed Site Agreement, Supervisor Data Sheet to the Externship Instructor.
- If you select an alternative site, it is YOUR responsibility to notify your “current” assigned externship sponsor. Two week notice is required. Failure to provide timely notification to the site will prohibit you from earning course credits at an alternative site. All changes must be submitted in writing to the Externship office.

### 6. Externship Hours:

- Every week you are required to submit a Externship Time Sheet to your chef instructor via email as a PDF or JPEG. The original document will be submitted during class and these documents are part of your externship portfolio.
- You are to state the number of days and hours you work each week and it must be signed by your Externship Supervisor.

### 7. Supervisor Evaluation and Student Reflective Journal:

- Supervisor Evaluation must accompany your final Externship Time Sheet and will be the final addition to your externship requirements (30% of your final grade).
  - Student Reflective Journal must accompany your time sheet on weekly basis
- Please remember your due dates and adhere to the deadlines of your graduation date.

## EXTERNSHIP PROPERTY REQUIREMENTS

To ensure that externs will be a positive experience for both the students and the host property the following requirements have been established:

1. All properties must be well-established management practices, and be financially sound and have a reputation for quality.
2. The food and service should be appropriate for the education process and style of the training that will take place. The actual training will involve one-on-one contact with the property supervisor.
3. A rotational training schedule for the externship is important to ensure that both the property and extern have clear and accurate expectations for the experience.

To qualify as a site supervisor one of the following conditions must be satisfied with evidence to support the qualification.

- A degree or certificate in culinary arts, patisserie and baking, or hospitality/restaurant management
- ACF-Certified Chef de Cuisine, Executive Chef, Master Chef, Culinary Educator, Culinary Administrator or other nationally recognized culinary certification.
- Working Chef with at least Five years experience in Food and Beverage or Pastry
- Restaurant Manager in charge with at least Five years experience in Food and Beverage

### Contact Information

If you have any questions or comments, please do not hesitate to contact me at:

Louis Eguaras

Vice Chair-Chef Instructor-Author

818.364.7706

Email: [eguaralj@lamission.edu](mailto:eguaralj@lamission.edu)

# Internship/Externship Agreement

## OVERVIEW \_\_\_\_\_

The Internship/Externship is a required course, in which the student applies the concepts and competencies learned while in school in a real world environment, under the supervision of an industry professional. It is the Student's responsibility to secure an externship site, and the school's functions to facilitate this by providing the student with information and advice. Upon successful completion of the Internship/Externship, the Student will be granted 4 academic credit hours.

## SECTION I - STUDENT'S INFORMATION \_\_\_\_\_

Student Name: \_\_\_\_\_ Program: Culinary Arts Program

Street Address (While on Externship): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

## SECTION II – INTERNSHIP/EXTERNSHIP SUPERVISOR INFORMATION \_\_\_\_\_

Business Name: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Title: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Student's Position: \_\_\_\_\_ Start Date: \_\_\_\_\_

Is this position (circle one): Full-time (20+ hrs/week) Part-time (10 hrs/week)

\*The minimum expectation for timely completion is 108 hours.

### Supervisor please check all your qualifications that apply

- A degree or certificate in culinary arts, patisserie and baking, or hospitality/restaurant management
- ACF-Certified Chef de Cuisine, Executive Chef, Master Chef, Culinary Educator, Culinary Administrator or other nationally recognized culinary certification.
- Working Chef with at least Five years experience in Food and Beverage or Pastry
- Manager in charge with at least Five years experience in Food and Beverage

SECTION III – INTERNSHIP/EXTERNSHIP TERMS AND CONDITIONS\_\_\_\_\_

- I. The School agrees to:
  - a. Advise the Student and/or Supervisor before and during the externship if necessary.
  - b. Follow the progress of the Student via reports and/or contacting the site supervisor.
  - c. Grant the student 4 academic credit hours upon successful completion of the externship.
  - d. Be completely responsible for the student and will not hold externship site liable of any injuries or damages incurred by the student while working at the externship site. The student will be responsible to carry insurance provided by the school and will be completely liable for the liability insurance.
  
- II. The Externship Site agrees to:
  - a. Provide a challenging and rewarding environment allowing the student to demonstrate their culinary and/or pastry and baking skills.
  - b. Provide guidance and direction to the student.
  - c. Work with the student to develop a schedule that includes rotational and progressive tasks.
  - d. Sign the student’s timesheet verifying the hours worked.
  - e. Complete evaluations and review them with student.
  - f. Provide the students hours totaling a minimum of 108 hours over a 16 week period.
  - g. Contact the Externship Chef Instructor immediately if the student quits or is terminated during the 16 week externship.
  - h. Be an equal opportunity employer and comply with all labor laws.
  
- III. The Student agrees to:
  - a. Complete the required minimum of 108 externship hours AND the 16 week semester.
  - b. Follow all of the policies, rules, and regulations established by the externship site.
  - c. Recognize that the externship does not constitute an employment relationship, and that the externship site is not obligated to hire the student upon completion of the externship.
  - d. Submit all required documentation before being scheduled for externship.
  - e. Be responsible for the timely submission of timesheets and other documentation as assigned by the Culinary Arts Institute.
  - f. Contact the Externship Chef Instructor to ensure all documentation has been received during and upon completion of the externship.

SECTION IV – AUTHORIZED SIGNATURES\_\_\_\_\_

Externship Supervisor: I hereby verify that I have accepted the student below as a culinary extern at my establishment, and I am aware of my responsibilities as the designated supervisor of this student during their externship, including verifying attendance reporting and the evaluation process for completing the required student evaluations. If I am unable to verify time I authorize the persons listed on Proxy Signature Sheet of this document to do so as my proxy. I attest that all information provided on this agreement is true and correct. I also attest that I am not liable for injuries or damages incurred by the student while working at our site.

Signature:\_\_\_\_\_ Date:\_\_\_\_\_

Student Extern: I have been provided guidance outlining the requirements for the externship course and am aware of the attendance Reporting requirement for the externship course. I understand this agreement confirms my externship course location. Should I, for any reason be terminated from or leave this site; it is my responsibility to notify my current assigned Externship Supervisor and Externship Chef Instructor. Failure to provide timely notification will prohibit my ability to earn course credits at an alternative site. All changes must be submitted in writing to the Externship office at the school. I am responsible to cover all insurance and am complete responsible for any liability insurance including having an active school insurance policy in place.

Signature:\_\_\_\_\_ Date:\_\_\_\_\_

INTERNSHIP/EXTERNSHIP OFFICE USE ONLY \_\_\_\_\_

Accepted & Verified by: \_\_\_\_\_  
Internship/Externship Chef Instructor Date

Externship Term Date: \_\_\_\_\_

### EXECUTIVE CHEF/SUPERVISOR DATA SHEET

Please provide your Resume/Bio/Curriculum Vitae OR complete this form to provide Culinary Arts Institute – Externship Chef Instructor with documentation of your education, certifications and experience. To be completed by Student’s Direct Supervisor. Submitted by student to Externship Chef Instructor

For Questions contact the Externship Chef Instructor at 818-364-7706 or email at eguaralj@lamission.edu.

NAME OF SUPERVISOR \_\_\_\_\_ PHONE \_\_\_\_\_  
JOB TITLE \_\_\_\_\_ EMAIL \_\_\_\_\_  
BUSINESS NAME \_\_\_\_\_ CITY, STATE \_\_\_\_\_

#### EMPLOYMENT INFORMATION

LIST EACH POSITION YOU HAVE HELD FOR THE PAST TEN YEARS, BEGINNING WITH THE MOST RECENT.

NAME OF EMPLOYER	TITLE	NATURE OF DUTIES	DATES EMPLOYED (MM/YY)

#### EDUCATION INFORMATION

LIST BELOW ALL POSTSECONDARY EDUCATION, BEGINNING WITH THE MOST RECENT.

NAME OF INSTITUTION	LOCATION	MAJOR	DEGREE AND DATE RECEIVED (MM/YY)	DATES ATTENDED (MM/YY)

LIST BELOW ANY CERTIFICATE(S) OR LICENSE(S) NOW HELD.

NAME OF CERTIFICATE/LICENSE	NAME OF PROVIDER	DATE RECEIVED (MM/YY)	EXPIRATION DATE (MM/YY)

I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE, TO THE BEST OF MY KNOWLEDGE.

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

## TIME VERIFICATION PROXY SIGNATURE SHEET

If I am unable to verify time I authorize the persons listed on this document to do so as my proxy in my absence.

NAME OF PROXY (PRINT)	TITLE	SIGNATURE OF PROXY	EMAIL ADDRESS

EXECUTIVE  
CHEF/  
SUPERVISOR  
SIGNATURE

\_\_\_\_\_ DATE \_\_\_\_\_

SITE NAME

\_\_\_\_\_

Student Name: \_\_\_\_\_ Date/Externship Week: \_\_\_\_\_

Externship Site: \_\_\_\_\_ Manager Name: \_\_\_\_\_

## Student Weekly Evaluation (Reflective Journal)

What skills from your program have you utilized this week at your externship site?

Describe your duties for the week?

What skills or duties did you excel in this week and why?

What skills or duties do you feel you need to improve and why?

Would you recommend this site to future students and why?

## INTERNSHIP/EXTERNSHIP TIME SHEET

INSTRUCTIONS

1. Please complete all areas of this timesheet.
2. Student is responsible to submit all timesheets in person or email to the Externship Chef Instructor by **7am Friday (PST)** according to the assigned due date. Credit for attendance will be posted when the timesheet has been confirmed and signed by site supervisor and submitted to Career Services by due date.

Today's Date:	Student Name:
Externship Site:	Due Date:

Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	
Date: _____	Total Hours Worked						
Total Hrs. Worked _____	Hours						

By signing, I certify that the above is correct

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Phone #

\_\_\_\_\_  
Supervisor Signature  
Supervisor Name (Print) \_\_\_\_\_

\_\_\_\_\_  
Supervisor Phone #

Supervisor Comments: \_\_\_\_\_  
\_\_\_\_\_

Student Comments: \_\_\_\_\_  
\_\_\_\_\_

# Intern/Extern Evaluation (Chef Instructor)

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Date of Evaluation: \_\_\_\_\_  
(Please Print)

Instructor: \_\_\_\_\_ Title: \_\_\_\_\_  
(Please Print)

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This evaluation is designed to provide the student the instructor's assessment of the student's performance to date under his/her supervision. It is the Internship/Externship Chef Instructor's responsibility to complete this document.

The student's evaluation grade is based on their completion and submission of course work. Please respond to the following using the corresponding grading rubric (see below), and add your comments where appropriate.

### Grading Rubric

2 – Requirement has been completed and submitted to Externship Chef Instructor.

0 – Requirement has not been completed and submitted to Externship Chef Instructor.

### Areas of Evaluation

1. \_\_\_\_ Updated Resume
2. \_\_\_\_ Cover Letter
3. \_\_\_\_ Interview Questions
4. \_\_\_\_ Externship Agreement
5. \_\_\_\_ Site Supervisor Evaluation

### Comments:

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Chef Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Intern/Extern Evaluation (Supervisor)

Student Name: \_\_\_\_\_ Date of Evaluation: \_\_\_\_\_  
(Please Print)

Business Name/Location: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_  
(Please Print)

This evaluation is designed to provide both the school and the student your assessment of the student's performance to date under your supervision. It is used as a tool to improve the student's skills necessary for the profession. Please discuss this evaluation with the student before he/she submits it to the Externship Chef Instructor in the Externship Office. It is the student's responsibility to submit this and all documents to the Internship/Externship Chef Instructor.

The student's grade is based partly on your evaluation of their skills. Please respond to the following using the corresponding grading rubric (see below), and add your comments where appropriate. If a correction needs to be made, the supervisor responsible for completing the evaluation must initial it.

## Grading Rubric

- 5 – Performance above establishment's expectation of an intern/extern
- 4 - Performance met establishment's expectation of an intern/extern with minimal supervision
- 3 - Performance met establishment's expectation of an intern/extern with supervision
- 2 - Performance less than establishment's expectation of an intern/extern
- 1 - Performance failed to meet establishment's expectation of an intern/extern
- N/A – Non applicable, student did not have opportunity to demonstrate

## Skills

- 1. \_\_\_\_ Knowledge of tools, equipment, and product handling
- 2. \_\_\_\_ General Safety and Sanitation
- 3. \_\_\_\_ Organization and cleanliness of work station/area and equipment
- 4. \_\_\_\_ Ability to organize and complete assigned tasks
- 5. \_\_\_\_ Consistently demonstrate proper cooking techniques
- 6. \_\_\_\_ Produce consistent quality product per establishment standards

## Professional Qualities

- 7. \_\_\_\_ Attendance and Punctuality
- 8. \_\_\_\_ Initiative & Motivation
- 9. \_\_\_\_ Willingness to learn
- 10. \_\_\_\_ Dependability
- 11. \_\_\_\_ Attitude/Professional Ethics
- 12. \_\_\_\_ Grooming/Personal hygiene

## Supervision

- 13. \_\_\_\_ Can work independently with minimal supervision
- 14. \_\_\_\_ Can follow direction effectively
- 15. \_\_\_\_ Open & accepting of constructive criticism
- 16. \_\_\_\_ Asks for help when necessary and seeks feedback

# Internship/Extern Evaluation (Cont.)

## Interpersonal Relationships

- 17. \_\_\_\_ Works well with others
- 18. \_\_\_\_ Communicates effectively with staff

## Best Performance Characteristics

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## Areas for Improvement

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## Additional Comments

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Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Name (Print): \_\_\_\_\_

Please email to Chef Louis Eguaras  
(EMAIL: [eguaralj@lamission.edu](mailto:eguaralj@lamission.edu) )